

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **DELFIN E. CABARDO, JR.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.96x50%= 2.48	
b. Students (50%)		3.40x50%= 1.70	
Total for Instruction	70%	4.18	2.93
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		5.00x100% = 5.00	
Total for Extension	15%	5.00	0.75
4. Administration	15%	4.92	0.74
5. Production	0%	0	0.00
TOTAL			4.42

EQUIVALENT NUMERICAL RATING: **4.42**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.42**

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

Reviewed by:

DELFIN E. CABARDO, JR.
Name of Faculty

SANTIAGO T. PEÑA, JR.
Department Head

Recommending Approval:

SANTIAGO T. PEÑA, JR.
College Dean

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **DELFIN E. CABARDO, JR.**, of the College of Veterinary Medicine commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July 2021** to **December 2021**.


DELFIN E. CABARDO, JR.

Ratee

Approved:


SANTIAGO T. PEÑA, JR.

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Higher Education Services	PI 5: Total FTE, coordinates, implemented and monitored	As course in-charge	4	15.70	5	5	5	5.00	
	PI 8: Number of students advised:								
	On thesis/ field practice/ special problem	As adviser/SRC	1	2	5	5	5	5.00	
	On consultation	As adviser/SRC/Academic adviser	1	10	5	5	5	5.00	
	PI 10: Number of instructional materials developed								
	Number of virtual classrooms created and operationalized	As course in-charge/instructor	1	3	5	4	5	4.67	
	Flexible instructional materials	As course in-charge/instructor	1	1	5	5	5	5.00	
	Assessment tools (No. of courses handled X 2)	As course in-charge/instructor	1	3	5	5	5	5.00	
Extension Services	PI 2: Number of trainees weighted by the length of training	As component leader	63	-					No organized training due to pandemic
	PI 11: Additional outputs Expert/technical services rendered (training, referral, consultation, disease diagnosis and other relevant activities, target)	As expert in the field of veterinary medicine	1	1	5	5	5	5.00	
	PI 6. Additional Outputs								

General Admin. & Support Services (GASS)	Number of coaching sessions attended or assisted among department heads, faculty, and staff	As faculty	1	1	5	5	4	4.67	
	Number of planning sessions, tracking, and monitoring of targets, etc. attended or assisted to ensure attainment of College/department targets.	As content contributor	5	5	5	5	5	5.00	
	Number of regular and committee meetings attended.	As member of the CVM faculty	6	9	5	5	5	5.00	
	Number of activities attended and organized by committee.	As member/chairman of the duly approved CVM standing committees.	1	2	5	5	5	5.00	
	Number of Best Practices/New initiatives in College administration replicated/benchmarked by other Colleges/other agencies.	As content contributor	0	0	-	-	-	-	
Total Over-all Rating								14.87	

Average Rating (Total Over-all rating divided by 3)	14.87/3	4.96
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.96
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Aim to pursue MS.

Evaluated & Rated by:

Recommending Approval:

Approved by:

SANTIAGO T. PEÑA, JR.
Dept/Unit Head

SANTIAGO T. PEÑA, JR.
College Dean

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: _____

Date: _____

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

PERFORMANCE MONITORING FORM

Name of Employee: DELFIN E. CABARDO, JR.

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Teaching	Exams Grades	August 2021	February 2022	February 2022	impressive	satisfactory	Find ways to increase student engagement
2	Manuscript advising as SRC	Thesis manuscript	August 2021	January 2022	January 2022	Very impressive	Outstanding	Increase number of advisees
3	Consultation with students	Enrollment and academic advising. Resolved student issues and problem	August 2021	August 2021	August 2021	Very impressive	Outstanding	Increase student engagement
4	Creation of assessment tools	Assessment tool	August 2021	February 2022	February 2022	impressive	very satisfactory	Find ways to increase assessment tools
5	Creation of virtual classroom	Virtual classroom	August 2021	August 2021	August 2021	very impressive	Outstanding	Find ways to improve virtual classroom and increase students use of it.
6	Admission and registration services	Number of students enrolled and validated within	August 2021	August 2021	August 2021	very impressive	Outstanding	Find ways to increase student engagement

		scheduled regular registration period.						
8	Administrative support services	Meetings attended	January – December 2021	January – December 2021	January – December 2021	very impressive	Outstanding	Find way to improve promptness
		No. of documents acted upon on time	January – December 2021	January – December 2021	January – December 2021	impressive	Outstanding	
		No. of documents released on time	January – December 2021	January – December 2021	January – December 2021	Very impressive	Outstanding	
		No. of assigned tasks completed before the deadline	January – December 2021	January – December 2021	January – December 2021	impressive	very satisfactory	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


SANTIAGO T. PEÑA, JR.

Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DELFIN E. CABARDO, JR.
Performance Rating: VERY SATISFACTORY

AIM: To efficiently deliver Instruction, Research and Extension services to achieve the College targets.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July, 2021 Target Date: December, 2021

First Step: A normal teaching load (Instruction function) in order to have time for research, extension activities and revision of instructional materials and to devote time as a veterinarian.

Result: A better schedule that will allow time for research, extension, field veterinarian and revision of new Instructional Materials.

Date: October, 2021 Target Date: December, 2021

Next Step: To do instruction, research, extension and revision of instructional materials.

Outcome: Submitted research output for publication, engaged in Extension activities and revised Instructional Materials.


Recommendation:

The department should recruit additional faculty to cover the load of those who are on study leave and the K to 12 subjects to de-load existing faculty.

Prepared by:


SANTIAGO T. PEÑA, JR.
College Dean

Conforme:


DELFIN E. CABARDO, JR.
Ratte